



# Aviation Consultant Selection Guidance 2021

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# Introduction

The Georgia Department of Transportation (GDOT) has prepared this packet to assist Airport Sponsors in the procurement of Architectural, Engineering, and Planning Consultant Services for Airport Grant Projects as required under the Airport Improvement Program (AIP).

The information contained in this packet follows 49 USC § 47107(a) (17), 2 CFR §200.320, and FAA Advisory Circular 150/5100-14 Architectural, Engineering, and Planning Consultant Services for Airport Grant Projects, as amended, and in no way replaces or disregards any federal, state, or local requirements.

Use this packet in conjunction with the Advisory Circular in the selection and engagement of architectural, engineering, and planning consultants. The complete AC is available at [https://www.faa.gov/airports/resources/advisory\\_circulars/index.cfm/go/document.information/documentID/1025768](https://www.faa.gov/airports/resources/advisory_circulars/index.cfm/go/document.information/documentID/1025768)

The selection procedures outlined in this guide are valid for projects that include federal or state grant funding participation. Local entities may have additional procurement requirements.

Upon selection of a consultant, documentation of the procurement process must be submitted to your GDOT PM. This documentation includes:

1. Advertisement
2. Request for Qualifications (RFQ)-design and/or planning must be separate
3. Executed Master Agreement-design and/or planning must be separate

Sponsors are responsible for retaining original procurement records. These records may be audited by State or Federal officials. Failure to provide proper documentation may result in a determination of questionable costs in which the Sponsor may be required to reimburse GDOT and the FAA, the State and Federal share, respectively, of associated project grants.

# Procurement Process

Preferences regarding procurement actions depend on the size/scope of projects and/or the size and function of the airport. Most sponsors choose to perform one procurement action for multiple projects, while other sponsors perform individual procurement actions for individual projects.

Use the following to determine your need and/or approach to consultant procurement.

1. **Determine Procurement Need**

Does the airport need consulting services for multiple projects or a specific project?

2. **Developing the Advertisement/RFQ**

Sponsors should develop an advertisement. The airport's GDOT PM is available to review the Sponsor's advertisement and RFQ prior to posting/advertising. A checklist for advertisements/RFQs is available in Exhibit I; an example advertisement is included in Exhibit II; and an example RFQ is available in Exhibit III.

The Sponsor's procurement action must not create an unfair competitive advantage when one firm has access to source selection information that competing firms do not have similar access to. Consultants who conduct Master Plans/Airport Layout Plans and prepare CIPs for a Sponsor are eligible to compete for procurement only if the Sponsor provides full and open disclosure to all competing firms.

## Individual Project Procurement

If procuring for one project, the advertisement or RFQ should include a description of the project(s) including desired services, special expertise desired, experience with certain size projects or airports, and associated timeline. Interview questions for individual project procurement may be more project-specific (i.e., expertise in a specific type of project, availability to meet the airport's timeline, etc.).

## Multiple Project Procurement

If procuring for several projects through one procurement action, the Sponsor's advertisement must include a list of projects which can reasonably be expected to be initiated within a five (5) year period. This list should be generated from the Airport's Capital Improvement Plan (ACIP) and must include a general timeline for project implementation. The advertisement must also include a statement indicating some of the advertised services may not be required, and the Sponsor reserves the right to initiate additional procurement action for any of the services included in this procurement advertisement or RFQ.

**Airport sponsors should not combine the selection of planning and design/engineering consultant within the same procurement. The selection of a planning project must be separate from the selection of an engineering/design consultant.**

Planning projects in an Airport Sponsor's Capital Improvement Program (CIP) that need to be placed in a separate solicitation for services apart from design project include:

- Airport layout plans, master plans, and system plans
- Airport noise compatibility planning
- Environmental assessments
- Airport data collection/facility inventories
- Aviation forecasts and demand/capacity analyses

# Procurement Process

- Facility requirements determination
- Airfield modeling for capacity and delay
- Feasibility studies and alternative analysis
- Compatible land-use planning
- Airport site selection studies
- Airport financial planning and benefit cost analysis.

## 3. Establish Selection Committee

A selection committee is generally:

- a. comprised of an odd number of people;
- b. contains three or more members;
- c. at least one being an engineer, planner, or other professional knowledgeable of the services is recommended but not required; and
- d. for projects with special design requirements or complex projects, additional technical members in those disciplines are recommended.

## 4. Establish Timeline (Example schedule available in Exhibit IV)

## 5. Develop evaluation process/questions (Example process guidance available in Exhibit V)

## 6. Develop selection criteria Per AC 150/5100-14E Change 1, section 2.8.1, the Sponsor should include the criteria with a Request for Qualifications (RFQ) in advance of the selection process.

## 7. Advertise for interest and qualification (Example Advertisement in Exhibit II, Example RFQ available in Exhibit III) The committee, timeline, and evaluation/selection process should be decided prior to advertising.

**NOTE: THE PROCUREMENT PROCESS MUST BE QUALIFICATION BASED. NO FEES ARE TO BE REQUESTED DURING THE ADVERTISEMENT OR DISCUSSED DURING THE SELECTION PROCESS. NEGOTIATION OF FEES COME AFTER THE FIRM IS SELECTED, DURING PROJECT CONTRACT & AMENDMENT NEGOTIATIONS (i.e., Brooks Act).**

Suggested advertisement locations include:

- a. Georgia Procurement Registry
- b. Local Newspaper
- c. Trade Publications
- d. Other Websites (ex. community, county, or airport website)
- a. Georgia Airports Association Website

## 8. Collect submissions from consulting firms

- a. Review submitted qualifications. Determine if firms/teams are currently prequalified by the Georgia Department of Transportation in Area Classes 1.08 Airport Master Planning, 2.09 Airport Design, and 8.02 Airport Construction Administration and Observation (determined by project list).
- b. Develop a shortlist, generally of three to five firms.
- c. If interviews will be conducted, notify firms selected for interviews. An example letter to Firms Selected Interview is included in Exhibit VII.
  - Interviews are not required but highly encouraged. If Sponsor elects to not interview firms, whether in person or over the phone, the Sponsor must have an evaluation form on file to each firm. On small projects, a telephone interview

# Procurement Process

may be sufficient. Careful consideration of time and cost should be given to the need for formal interviews. If Sponsor has received sufficient information included in the qualification submission to make a selection, then formal interviews may not be necessary.

## 9. Consultant Evaluation/Selection/Approval

- a. Sponsor selection committee to conduct interviews, complete evaluations, and rank firms based on selection criteria (Example rating sheet – Exhibit VI).
- b. Conduct a Reference Check (Example Questions in Exhibit VIII).
- c. Select Firm.
- d. Sponsor to finalize local approval process of firm selection (i.e., Board Approval, County Commission Approval, etc.)
- e. Sponsor to prepare and mail or electronically transmit Final Consultant Selection Letters to Firms Selected (Exhibit XI) and Not Selected (Exhibit X) by this procurement action.
- f. Selected firm is to prepare a draft Master Agreement and submit to the Sponsor for review.
- g. Sponsor reviews the draft Master Agreement and negotiates terms of the agreement with the Consultant. A checklist of required items is available in Section 3.7 of [AC 150/5100-14E Change 1](#). Federal laws and regulations prescribe that certain provisions be included in federally funded contracts. Specific wording of Federal contract provisions is available on the FAA website at <http://www.faa.gov/airports/aip/procurement/>.
- h. If negotiations with the top-rated firm fail to achieve an acceptable Master Agreement, the Sponsor should request their second-rated firm to prepare and submit a draft Master Agreement for review. The negotiation process, if necessary, will begin again. The top-rated firm will no longer be eligible for consideration at this point.
- i. Successful negotiations that result in an approved Master Agreement will generally result in the successful consulting firm being asked to submit scope/fee/sketch proposals for projects listed in a multi-project advertisement, as project funding becomes available.
- j. Submit Selection Documentation to GDOT PM (Exhibit IX)  
In addition to submitting documentation of the procurement process to the GDOT PM, Sponsors are also responsible for retaining original procurement documentation for at least three years after the master agreement expires. These records may be required for audit purposes.

**\*\*NOTE: If soliciting for design and planning firms, the sponsor must keep procurements separate and perform separate interviews, evaluations and rankings.**

## 10. Project Contracts & Amendments – Specific Project Contracting

- a. Selected consulting firm to work with Sponsor to prepare detailed scope of work that will be included as a component of a potential amendment to Master Agreement. (Note: Generally, the first project may be covered in the Master Agreement, and subsequent tasks will be an amendment to this agreement. Scopes and fees will be negotiated individually per agreement or amendment.)
- b. GDOT reviews and approves the scope of work.

## Procurement Process

- If man-hours and associated fee is expected to be greater than \$100,000, the sponsor should submit the scope only (no man-hour or costs proposal) to the GDOT PM to initiate an Independent Fee Evaluation (IFE).
  - If man-hours and associated fee is expected to be less than \$100,000, the sponsor should submit the proposal to GDOT for review and approval.
- c. If applicable, GDOT provides IFE to sponsor.
  - d. Sponsor negotiates with the top-ranked consultant.
  - e. If negotiations are successful, the Master Agreement is executed. If negotiations are not successful, move to the next ranked firm or restart the selection process.
  - f. The record of negotiations, in addition to other procurement documentation, should be retained by the Sponsor for three years after the project is completed.
  - g. Upon local approval and execution of the Master Agreement or Amendment, one copy should be forward to the GDOT PM to be kept on file.

## Exhibit I –Procurement Checklist

The checklist below can be used for the procurement process. For more information on these items, please reference the guidance in this package.

1. Determine the Procurement Need – Identify the Project(s) and Professional Services
  - ☐ Single Project Procurement
  - OR
  - ☐ Multiple Project Procurement
2. Develop the Advertisement/RFQ  
RFQ Checklist:
  - ☐ Qualification Based Selection Reference/Statement
  - ☐ Multiple Project Statement
  - ☐ Project list or single project
  - ☐ Planning and Design/Engineering Consultant Services ARE NOT combined within the same procurement
  - ☐ Expected Schedule Defined
  - ☐ Right to initiate additional procurements and/or not require all services in this RFQ statement
  - ☐ Projects can reasonably be expected to be initiated in 5-years
  - ☐ Fees will be negotiated after selection is performed/No fees to be included in submittals
  - ☐ DBE Participation when required for federally funded projects
  - ☐ Deadline for submitting
  - ☐ Address for submitting
  - ☐ Contact information
3. Establish Selection Committee for Design and Planning Evaluations
  - ☐ At least three qualified knowledgeable persons that will objectively evaluate consultants
4. Establish timeline (example in Exhibit IV)
5. Develop evaluation process/questions for Design and Planning, if applicable (example/guidance in Exhibit V)
6. Develop selection criteria and RFQ (example in Exhibit III RFQ and Exhibit IV)
  - ☐ Include selection criteria with RFQ in advance of the selection process
7. Advertise - To ensure the broadest publicity concerning Sponsor interest in obtaining consultant services, public announcements for all projects should be advertised in local newspapers with a wide circulation, national trade journals and magazines, and through electronic media.
  - ☐ Georgia Procurement Registry
  - ☐ Newspaper
  - ☐ Website
  - ☐ Georgia Airport Association Website
  - ☐ Other:
8. Collect/Review/Rank Proposals for Design and Planning, if applicable
  - ☐ Determine if firms are prequalified in Area Classes 1.08 Airport Master Planning, 2.09 Airport Design, and 8.02 Airport Construction Administration and Observation (determined by project list).
9. Schedule and Conduct Interviews for Design and Planning (if applicable) (Exhibits V – VIII)
10. Evaluate, rank, and select the most qualified consultant for Design and Planning (Exhibit VI – Example Rating Sheet)



## Procurement Process

11. Check references. (Exhibit VIII)
12. Develop, negotiate, and execute the consultant agreement. If negotiations are unsuccessful, move to the next ranked firm and begin negotiations.
13. Notify consultants. Submit required items to GDOT (Exhibits IX – XI)

## Exhibit II – Example Advertisements

### Advertisement

[Airport Location/Sponsor], Georgia

[Airport Name]

Airport Consulting Services-Planning

The [Sponsor], Georgia requests “Statements of Qualifications” from qualified firms to engage in services of a consulting firm for planning and/or environmental services in connection with the Airport Capital Improvement Plan (or project description) at the [Airport Name]. Notices of Requests for Statements of Qualifications will only be provided to consulting firms that are currently prequalified with the GDOT in Area Classes 1.08 Airport Master Planning and 2.09 Airport Design. The complete Request for Qualifications may be obtained by sending an email with subject name “REQUEST FOR QUALIFICATIONS” to [email address]. This is NOT a request for a priced proposal. Statements must be sealed, delivered via mail or in person, and marked “Airport Consulting Engineering Services” on the outside of the envelope. Statements of Qualifications must be received at the [Delivery Address] by no later than [Time] on [Date].

### Advertisement

[Airport Location/Sponsor], Georgia

[Airport Name]

Airport Consulting Services-Design/Engineering/Construction

The [Sponsor], Georgia requests “Statements of Qualifications” from qualified firms to engage in services of a consulting firm for design and construction services in connection with the Airport Capital Improvement Plan (or project description) at the [Airport Name]. Notices of Requests for Statements of Qualifications will only be provided to consulting firms that are currently prequalified with the GDOT in Area Classes 1.08 Airport Master Planning, 2.09 Airport Design, and 8.02 Airport Construction Administration and Observation. The complete Request for Qualifications may be obtained by sending an email with subject name “REQUEST FOR QUALIFICATIONS” to [email address]. This is NOT a request for a priced proposal. Statements must be sealed, delivered via mail or in person, and marked “Airport Consulting Engineering Services” on the outside of the envelope. Statements of Qualifications must be received at the [Delivery Address] by no later than [Time] on [Date].

# Exhibit III – Example RFQ for Multiple Projects (can be modified for single project)

## REQUEST FOR QUALIFICATIONS (RFQ) PROFESSIONAL ON-CALL AIRPORT PLANNING, ENGINEERING, ARCHITECTURAL & CONSTRUCTION INSPECTION/ADMINISTRATION CONSULTANT SERVICES FOR \_\_\_\_\_ (AIRPORT, CITY, STATE)

\*\*\*\*\*  
**This template can be modified but must maintain compliance with 49 USC § 47107(a) (17), 2 CFR §200.320, and FAA Advisory Circular 150/5100-14 *Architectural, Engineering, and Planning Consultant Services for Airport Grant Projects*, as amended.**  
\*\*\*\*\*

The \_\_\_\_\_ (***Airport Sponsor***) is seeking a qualified aviation consulting firm to provide professional on-call (***planning (cannot be combined with other services within the same procurement), engineering, architectural, and construction inspection/administration services***), including, but not limited to, geotechnical/subsurface investigations and topographic surveying, environmental assessments, preliminary and final design, and bidding, at the (***Name of Airport***) in \_\_\_\_\_, Georgia.

It is the intent of the (***Airport Sponsor***) to enter into a Master Agreement with a consultant for the upcoming \_\_\_\_\_ ( ) year period (***cannot exceed five years***). The selected consultant will negotiate and enter into individual work authorizations/task orders for services based on the scope of work, with the (***Airport Sponsor***) on an assignment-by-assignment basis during the term of the Master Agreement.

The services are limited to projects that the (***Airport Sponsor***) expects to initiate within \_\_\_\_\_ ( ) years (***cannot exceed five years***) of the effective date of the Master Agreement. A list of the anticipated projects for the \_\_\_\_\_ ( ) period is attached (***Attach Project List or 5-Year Airport Capital Improvement Program***). It is noted that some services may not be required. The (***Airport Sponsor***) reserves the right to initiate additional procurement actions for projects and work items included in the initial procurement.

The selection of the consultant will comply with 49 USC § 47107(a) (17), 2 CFR §200.320, and FAA Advisory Circular 150/5100-14 *Architectural, Engineering, and Planning Consultant Services for Airport Grant Projects*, and applicable Georgia statutes and laws, as amended. Responding firms/teams must possess a current pre-qualification by the Georgia Department of Transportation in Area Classes 1.08 Airport Master Planning, 2.09 Airport Design, and 8.02 Airport Construction Administration and Observation (***determined by project list***).

The consultant and any subconsultants proposed shall not discriminate based on race, color, national origin, or sex in the performance of this contract. Disadvantaged Business Enterprise (DBE) utilization is required for federally funded projects over \$250,000. The DBE goal for FY\_\_ is \_\_\_\_%. Proposed DBE firms are to be certified by the Georgia Uniform Certification Program. The consultant shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of all Federally-assisted contracts. Failure by the Consultant to carry out these requirements is a material breach of the contract, which may result in the termination of the contract or such other remedy as the (***Airport Sponsor***) deems appropriate.

The (***Airport Sponsor***) reserves the right to reject any submissions to this RFQ, request clarification, or waive informalities/technicalities if they are deemed in the best interest of the (***Airport Sponsor***). The (***Airport Sponsor***) is not liable for any costs incurred by the consultant in the preparation or presentation of a

## Exhibit III – Example RFQ Continued

response to this request. ***Disclose firm that created Airport Layout Plan, Master Plan, or CIP if they will be eligible for this procurement.***

**NOTE: Sponsor must determine type of RFQ-Design or Planning-and select which Scope of Services shall be included in RFQ. The RFQ cannot contain both Design and Planning.**

### **Scope of Services-Design/Engineering/Construction**

The scope of work to be included in the Master Agreement may include, but is not limited to, the following:

- a. Prepare Project Funding Applications and Capital Improvements Program (CIP) Documents.
- b. Perform Design, Bidding and Negotiation, Construction Administration, and Resident Inspection Services.
- c. Assist with DBE Program Overall Goal Updates / Program Administration.
- d. Construct/Rehabilitate Airfield Drainage Systems.
- e. Construct/Rehabilitate Airfield Pavement, Lighting, and NAVAIDs/ILS Improvements.
- f. Construct/Rehabilitate Airport Buildings (Terminal / Hangars / Maintenance).
- g. Construct/Rehabilitate Airport Roadways and Parking Lots.
- h. Install/Upgrade Airport Fencing and Security Systems.
- i. Obstruction Removal
- j. Improve Runway/Taxiway Safety Areas/Object Free Areas
- k. Land Acquisition
- l. Such other airport-related engineering work as the ***(Airport Sponsor)*** may deem necessary.

### **Scope of Services-Planning/Environmental**

The scope of work to be included in the Master Agreement may include, but is not limited to, the following:

- a. Airport system/master planning
- b. Airport noise compatibility planning
- c. Environmental assessments
- d. Airport data collection/facility inventories
- e. Aviation forecasts and demand/capacity analyses
- f. Facility requirements determination
- g. Airfield modeling for capacity and delay
- h. Airport layout and terminal area plan development
- i. Compatible land-use planning in the vicinity of airports
- j. Airport site selection studies
- k. Airport financial planning and benefit cost analysis.

Projects are limited to those in the attached project list and may be accomplished over multiple years, task orders, and Federal and State grants. Projects or work elements not included in this list or agreement may require additional procurement actions to ensure compliance with Federal and State requirements and to ensure qualification of staffing for specialized tasks. The addition of a similar project or work element without additional procurement action requires the Georgia Department of Transportation's written approval of the ***(Airport Sponsors)*** request and justification to forego a separate procurement action.

### **Submission Requirements**

Required information is to be presented in a manner that clearly illustrates the following:

## Exhibit III – Example RFQ Continued

1. Team Description/Background: A general description of the submitting firm, including firm size, and general information regarding all sub-consultant firms on the team.
2. Organizational Chart: Include clear illustration as to the Project Manager and key personnel representing the primary firm.
3. Resumes: Include for key personnel. Indicate each individual's qualifications and experience.
4. Relevant Experience: Qualifications and experience of the primary firm and subconsultants in the past five (5) years at general aviation airports similar in nature to the **(Name of Airport)**.
5. Proximity to the **(Name of Airport)**: Geographical location of the office that will be primarily responsible for assigned projects and where the work will be accomplished, as well as the location of any supporting offices that will likely be involved in this contract.
6. References: Contact name, agency name, and telephone number of at least three (3) current airport clients of the primary firm.
7. Regulatory Familiarity: Demonstrate familiarity with the Federal Aviation Administration (FAA) and State Aviation Programs.
8. Workload: Provide a brief summary of the primary firm's current workload and ability to meet schedules and deadlines.

### Evaluation Criteria

\*\*\*\*\*

Per FAA AC 150/5100, 14E, change 1, 2.8.1, The Sponsor(s) should include the selection criteria with a Request for Qualifications (RFQ) in advance of the selection process.

Airport Sponsor must develop a list of selection criteria for evaluating potential consultants based on the proposed scope of service prior to advertising the RFQ. Numerical rating factors should be assigned to each criterion based on the Sponsor's priorities and conception of the importance of each factor in the attainment of a successful project.

Based on a Sponsor's goals/objectives for each project, the list of selection criteria will vary for each RFQ and must be appropriate for the proposed scope of services. Suggested selection criteria include, but are not limited to, the following:

\*\*\*\*\*

The following criteria shall be used to select the consultant:

1. Capability to perform all or most aspects of the project and recent experience in airport projects comparable to the proposed tasks.
2. Key personnel's professional qualifications and experience and availability for the proposed project; their reputation and professional integrity and competence; and their knowledge of FAA and State regulations, policies, and procedures.
3. Capability to meet schedules or deadlines.
4. Quality of projects previously undertaken and capability to complete projects without having major cost escalations or overruns.
5. Qualifications and experience of sub-consultants regularly engaged by the consultant under consideration.
6. Capability of a branch office that will do the work to perform independently of the home office, or conversely, its capability to obtain necessary support from the home office.
7. Ability to furnish qualified inspectors for construction inspection.
8. Understanding of the projects' potential challenges and the sponsor's special concerns.

## Exhibit III – Example RFQ Continued

9. Degree of interest shown in undertaking the project and familiarity with and proximity to the geographic location of the airport.
10. Capability to incorporate and blend aesthetic and architectural concepts with the project design while accomplishing the basic requirements that transportation facilities be functional, safe, and efficient.
11. In meeting the Disadvantaged Business Enterprise (DBE) contract goal, evidence documenting the consultant met the DBE goal, or by documenting that it made adequate good faith efforts to meet the DBE goal.
12. Capability to conduct a Value Engineering (VE) study for projects that are particularly complex or have unique features.

### **Selection Process**

Qualifications will be reviewed and evaluated by a Selection Committee based on the criteria listed herein. At the discretion of the Selection Committee, consultants may or may not be invited to participate in an interview. Interviews, if conducted, may be conducted via phone, informal and/or formal in-person and a short list of Consultants selected for an interview shall be notified at least seven days prior to the interview date.

All unsuccessful firms will be notified in writing no later than five days after the selection and contracting process is completed.

### **Submittal**

All interested parties should submit \_\_\_\_\_ (#) copies of the Statement of Qualifications, which shall contain no more than \_\_\_\_\_ (#) pages, excluding tabs and a cover letter. Statements received after this deadline will not be considered.

Responses are to be addressed to:

### ***(Airport Sponsor Contact Person and Address)***

The deadline for submittal is ***(Time)EST, (Date)***. The Statement of Qualifications should be delivered in a sealed envelope or box clearly marked, "Airport Consulting Engineering Services." The ***(Airport Sponsor)*** shall assume no responsibility for responses that are received after the deadline or submittals that are not properly addressed or identified.

All questions regarding this RFQ should be made prior to the submittal and addressed to the RFQ point of contact:

### ***(Airport Sponsor Contact Person, Title, Address, Phone Number, and Email Address)***

The deadline for questions is ***(Time)EST, (Date)***.

Responses to questions will be provided by ***(Time)EST, (Date)***.

Responding firms shall have no contact related to this solicitation with ***(Airport Sponsor)*** elected or appointed officials, members of the ***(Airport Sponsor Selection Committee)***, or Airport employees during this Statement of Qualifications process. Any such contact will subject the firm to immediate disqualification for consideration for this project. Contact may only be made to the designated point of contact for this RFQ listed above. Consultants can also request an airport site visit prior to the submitting.

This is a Request for Qualifications only. In accordance with FAA selection procedures, all selections should

## Exhibit III – Example RFQ Continued

be qualification based. **No overhead rate, fees, or any cost information should be identified as part of this submission.**

## Exhibit IV Example Schedule

Advertise for RFQ's - 30 days\*

Review RFQ's/Prepare Short-List - 20 days\*

Conduct Interviews/Select Firm – 10 days\*

\*Example schedule – the duration shown is not required.

### **After Consulting Firm is Selected:**

- Submit Consultant Selection Process Record/Supporting Documentation to GDOT PM - immediately
- Sponsor Execute Project Contract/Amendments – 15 to 45 days (length of time depends on Local Process)

### **Some Problems to Avoid:**

- Lengthy selection process. Keep to a minimum the time between asking for qualifications and making a final selection. Sixty days is a reasonable maximum.
- Competition for the sake of competition. Don't pre-select a favored firm and then invite others so that a guise of competition is created. Next time, qualified firms may not respond.
- Evaluating the technical competence of the consultant without having adequate technical experience available to the screening committee.
- Price shopping is not allowed in quality-based selection procurements.



## Exhibit V

### Example Interview Guidelines and Selection Criteria

All qualifications/proposals received should be evaluated in compliance with FAA Advisory Circular 150/5100-14, as amended, *Architectural, Engineering, Planning Consultant Services for Airport Grant Projects*.

As such, the “Brooks Act” process is to be followed, and the selection of a Firm/Team is to be completed through a qualifications-based selection process.

Consultants may request, or sponsors may recommend interested consultants tour the airport site. Tours should consist of a general site overview, with emphasis on upcoming project or site concerns. Tours could be conducted one on one with each firm, in a group (possibly just prior to interviews), or in any other manner deemed appropriate.

#### Typical Interview Guidelines:

- Schedule all interviews on same day. This enables the committee to compare all interviewed firms while information is fresh in their minds and ensure consistent interview scoring.
- Selection of firm based on qualifications and selection criteria, NOT on fee. Consultant fees should not be discussed during the selection process.
- Are interviews being held in open or closed session? The firms should be notified if interviews will be held in open sessions available to the public.
- It is not appropriate or ethical to offer or accept any gratuities, or promises of any kind, as a part of the selection process.
- Consulting firms may not offer free services to receive a favorable selection.
- Past performance is important. It is important to check references. Call and talk with clients, including those no longer with the firm.

#### Typical Interview Schedule

Activity	Time Frame
Set-Up	5 minutes
Airport Introduction	5 minutes
Consultant Presentation	20 minutes
Question/Answer Period	20 minutes
Wrap-Up	5 minutes
<b>Total Interaction Time</b>	<b>55 minutes</b>
Committee Evaluation *	15 minutes
<b>Total Time Per Firm</b>	<b>70 minutes</b>

\* The committee/board should schedule 15 minutes between interviews for an informal discussion on information presented during the preceding interview and rank the firm.

## Exhibit V

### Example Interview Guidelines and Selection Criteria Continued

Sponsor must develop a list of selection criteria for evaluating based on the proposed scope of service prior to advertising the RFQ. Numerical rating factors should be assigned to each criterion based on the Sponsor's priorities and conception of the importance of each factor in the attainment of a successful project.

Bearing in mind interview time constraints, there will not be time to ask all questions. Allow time for the consulting firms to ask questions about the airport, projects, etc. Once questions are selected, the same questions should be asked to each candidate.

A general discussion should take place by the selection committee after each candidate has completed their interview. Following the completion of the interviews, a rating sheet must be prepared on each firm. A sample rating sheet is included in Exhibit VI.

Based on a Sponsor's goals/objectives for each project, the list of selection criteria will vary for each RFQ and must be appropriate for the proposed scope of services. Suggested selection criteria include, but are not limited to, the following:

1. Capability to perform all or most aspects of the project and recent experience in airport projects comparable to the proposed task.
2. Key personnel's professional qualifications and experience and availability for the proposed project; their reputation and professional integrity and competence; and their knowledge of FAA regulations, policies, and procedures.
3. Capability to meet schedules or deadlines.
4. Quality of projects previously undertaken and capability to complete projects without having major cost escalations or overruns.
5. Qualifications and experience of sub-consultants regularly engaged by the consultant under consideration. Georgia Pre-qualification is required if the Sponsor plans to use State funds.
6. Capability of a branch office that will do the work to perform independently of the home office, or conversely, its capability to obtain necessary support from the home office.
7. Ability to furnish qualified inspectors for construction inspection if applicable.
8. Understanding of the project's potential challenges and the Sponsor's special concerns.
9. Degree of interest shown in undertaking the project and their familiarity with and proximity to the geographic location of the project.
10. Capability to incorporate and blend aesthetic and architectural concepts with the project design while accomplishing the basic requirements that transportation facilities be functional, safe, and efficient.

## Exhibit V

### Example Interview Guidelines and Selection Criteria Continued

11. In meeting the Disadvantaged Business Enterprise (DBE) contract goal, evidence documenting that the consultant met the DBE goal, or by documenting that it made adequate good faith efforts to meet the DBE goal. (See 49 CFR, § 26.53)

12. Capability to conduct a Value Engineering (VE) study for projects that are particularly complex or have unique features.

# Exhibit VI

## Example Rating Sheet

(Separate ratings must be conducted for planning and design)

Firm:

Airport:

Selection Committee Member:

Date:

Categories/Questions	Rating *	Weight **	Total ***	Notes
<b>Qualifications</b> Specialized experience and technical competence to perform professional services. Qualified in-house staff, established sub-consultant relationships.				
<b>Soundness of Approach</b> Solid technique of analysis, comprehensive problem solving, accomplishing objectives				
<b>Efficiency</b> Establishing course of action for efficient production, exhibiting evidence of well thought out project planning				
<b>Integrity</b> Past record of performance, quality of work, competency				
<b>Availability</b> Ability to meet schedules, past project delivery, accessibility to airport manager, follow-up				
<b>Adaptability</b> Maintaining effectiveness when experiencing changes in task/direction, responding positively to change				
<b>Fiscal Responsibility</b> Evidence of pro-active cost control measures, budget constraint awareness				
<b>Regulatory Knowledge</b> Experience w/FAA and GDOT Airport Programs, State/Local Regulatory Procedures				
<b>Innovation</b> Generating innovative solutions to project challenges, on the cutting edge of technology				
<b>Customer Focus</b> Making customer needs primary focus, concerned with customer understanding procedures and timelines, answering questions in 'lay' terms				
<b>Grand Total</b>				

\* **Rating:** During the interview, rate each firm on a scale of 1 to 5, with 5 being the high, in each of the categories. Enter the rating numbers on the lines provided opposite each category.

\*\* **Weight:** Weights on a scale of 1 to 10, with 10 being the highest, should be established for each category before the interview. Enter the pre-established weight for each category on the lines provided.

\*\*\* **Totals:** At the completion of the interview, multiply the rating by the weight in each category and enter the totals on the lines provided. Add all totals to establish a grand total.

Exhibit VI  
Example Rating Sheet continued  
(Separate ratings must be conducted for design and planning)

Airport:

Date:

**Composite Interview Scoring Summary**

	Firm 1 -	Firm 2 -	Firm 3 -	Firm 4 -	Firm 5 -
Interviewer 1					
Interviewer 2					
Interviewer 3					
Interviewer 4					
Interviewer 5					
<b>Grand Total</b>					

(Note: For use in compiling all scores of firms participating in the interview process. Enter the grand total for each firm as recorded by each interviewer on the interview score sheet.)

Exhibit VII  
Example Letter - Firms SELECTED for Interview

**Consultant Name**  
**Consulting Firm**  
**Address**  
**City, State ZIP**

RE: **Airport Name** Consultant Procurement

**Consultant Firm Name** has been short listed and is invited to interview to provide professional on-call planning, engineering, architectural, and construction inspection/administration services, including, but not limited to, geotechnical/subsurface investigations and topographic surveying, environmental assessments, preliminary and final design, and bidding, at the **(Name of Airport)** in \_\_\_\_\_, Georgia.

Attached to this memo are the following:

1. The Selection Criteria Sheet, which will be used by the selection committee during the interview session.
2. The Interview Evaluation Form, which the selection committee will use to compile evaluation scores.
3. Copies of \_\_\_\_\_(pertinent reports or studies), for your information and review.

Each firm will be allowed a \_\_\_\_ minute presentation period, followed by a \_\_\_\_ minute question/answer period. At the completion of the interview, the selection committee will rank the firms in accordance with their determination of which firm is most competent and compatible to perform general consulting services. The firm deemed to be most qualified will then enter into negotiations for a contract to provide the applicable consulting services. If contract terms cannot be reached, the firm ranked second will be invited in for contract negotiations.

The interview will be held on \_\_\_\_\_

The location is \_\_\_\_\_

A tour of the site and facility will be arranged for \_\_\_\_\_. Please have your firm's representative make arrangements with the (name of Sponsor's representative) \_\_\_\_\_ for a time on this date.

If such an opportunity is afforded, it should be clear this will be at the sole cost of the Consultant. The successful Firm/Team shall comply with all Federal Aviation Administration and State of Georgia statutes and laws.

Sincerely,

**Sponsor Appointed Contact Person**

## Exhibit VIII

### Example Reference Check Questions

The best way to understand how each firm worked with similar sponsor/communities and how satisfied the sponsor/community was (with the firm, their staff, and overall work) is to ask. This can be a time-consuming process, but it may prove to be the most valuable information you obtain and use in making your decision on which firms to interview and which firm to hire. Take the time necessary to contact the communities/districts for information on the projects listed as references by the engineering firms. You will obtain information on the community relations the firm/individual has had with previous clients.

Feel free to contact not only Sponsors/communities listed as references, but also those listed as prior clients. Contact several references for each firm being considered.

Sample questions to ask (choose a few questions and understand references/previous clients will not have time to answer all):

1. How much time did the principals of the firm devote to the project?
2. Were you satisfied with the quality and timeliness of the work?
3. Was the information presented in the firms 'selection interview' followed through in their project performance? i.e. qualified staff working on projects, accessibility to key personnel, timeliness of projects, etc. (no bait & switch tactics).
4. Was the engineer assigned to your project knowledgeable about the funding program, and its requirements?
5. Was the engineer willing and able to work closely and effectively with your community/district board?
6. Were the costs and charges reasonable in relation to the work performed?
7. Was the engineering firm able to meet the time frame and schedules agreed upon in your contracts?
8. Did the engineer have other projects scheduled that caused time delays in your project?
9. Did you experience any problems that would discourage you from hiring this engineering firm again?
10. Did they assist with your grant application to your funding source? Was that application successful?
11. Would you hire this firm again if they no longer work for this sponsor?

NOTE: GDOT cannot make recommendations, however, GDOT can provide a list of airports whom consultants have worked with, for Sponsor to contact directly and check references.

Exhibit IX  
Consultant Selection Process Records Checklist  
Items to Submit to GDOT

A copy of the following Consultant Selection Process Records **MUST BE SUBMITTED** to the Sponsor's GDOT Project Manager at the completion of a procurement action.

- ☐ Advertisement
- ☐ RFQ-design and/or planning; must be separate
- ☐ Executed Master Agreement-design and/or planning; must be separate

Sponsors are responsible for retaining all original procurement records.



Exhibit X  
Example Final Selection Letter  
Firm NOT SELECTED from Procurement Action

**Consultant Name**  
**Consulting Firm**  
**Address**  
**City, State ZIP**

RE:     **Airport Name** Consultant Procurement – Status of Selection Process

The\_\_\_\_\_ has completed the selection process for professional consulting services for the above referenced airport. It has been our objective to select the most qualified firm to perform said services. The results of the selection committee decision rank the firms interviewed in the following order:

Firm #1 -

Firm #2 -

Firm #3 -

We have entered into contract discussion and negotiations with\_\_\_\_\_. On behalf of \_\_\_\_\_, the selection committee expressed their appreciation for your time, effort, and interest in our facility.

Sincerely,

**Sponsor Appointed Contact Person**

Exhibit XI  
Final Selection Letter  
Firm SELECTED from Procurement Action

**Consultant Name**  
**Consulting Firm**  
**Address**  
**City, State ZIP**

RE:     **Airport Name** Consultant Procurement – Status of Selection Process

**Consultant Contact Name**

The \_\_\_\_\_ has completed its selection process for professional consulting services for the \_\_\_\_\_ airport. On behalf of the selection committee, I would like to congratulate your firm on being selected to negotiate for a Master Agreement for consulting services.

The next step is to prepare a draft Master Agreement. I will be in touch with you in the near future to discuss the scoping and contracting procedures.

Should you have any questions at this time, I can be reached at \_\_\_\_\_.

Sincerely,

**Sponsor Appointed Contact Person**